



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3/12/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. 73-7		Date Received MAR 30 1973	Application No. 73-240	Date Completed APR 3 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Deputy Commissioner's Office 959 E. Confederate Ave. S. E. Atlanta, Georgia 30301		4. Person to Contact Mrs. Sarah Peters		
		5. Working Title Steno	6. Tel. No. 627-3531	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1970 - Present	9. Exact Series Title Automobile race track license files
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10. What is the function of the office in which this record series is created?
- The Department of Public Safety, headed by the Commissioner and governed by the Board of Public Safety, is responsible for directing and coordinating all elements of criminal investigation, law enforcement, and public safety. Activities which facilitate this mission are; conduct of criminal and special investigations, provision of criminal laboratory facilities and services, assistance to local and Federal governmental agencies, (Investigation Division) Enforcement of laws of highway safety and support of public safety programs (Uniform Division) and development, direction, and coordination of all public safety and education programs, issuance and control of drivers' licenses, inspection of motor vehicles, provision of training for fire and police officers, maintenance of data on highway accidents. (Education & Safety Division)

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the issuance of annual licenses to auto race tracks. Included are letter of inquiry and response, application for license, insurance certificate, certificate of occupancy (State Fire Marshall's Office) and copy of license to operate the race track.

File is arranged numerically by license number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	1	1.5		1/4 drawer		.38	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
				6.5+			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				3	1		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency?
Yes, license has copy. [X] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

Possible law suits.

24. REQUIREMENTS. The following requires the files to be kept 4 years:

a. [] STATE LAW b. [X] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Statute of limitations for personal injury and property damage is four years. Ga. Digest 1966 I. B. 31-32.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[X] CALENDAR YEAR -[] FISCAL YEAR -[] OTHER _____, then:

- [X] Hold in the current files area 4 month(s)/ 4 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [X] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i>	Date <i>3/24/73</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>[Signature]</i>	<i>3-27-73</i>
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. Dixon</i>	<i>4-2-73</i>
	Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll Hart</i>	<i>3-30-73</i>
	Attorney General/Designee [X] Approved [] Disapproved	<i>[Signature]</i>	<i>4-3-73</i>

STATE RECORDS
COMMITTEE